

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

OC-AMD Staff Notes 23 - 27 September 1985

**FROM:**

C/OC/AMD

**EXTENSION****NO.**

OC-13815-85

**DATE**

3 OCT 1985

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

3 OCT 1985

4 OCT 1985

*[Signature]*

2.

DD/CO

4 OCT 1985

4 OCT 1985

*[Signature]*

3.

C/OPS

4 OCT 1985

4 OCT 1985

*[Signature]*

4.

OC/EXA

4 OCT 1985

4 OCT 1985

*[Signature]*

5.

OC/OL/ISC

Archiving

6.

7.

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10.

11.

12.

13.

14.

15.

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OC- 13815-85

2 OCT 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]  
Chief, Administrative Management Division, OC

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1. During the week, Panel N personnel strength remained at status quo. Panel D experienced one gain and one loss, with the latter due to the resignation of a TCO-01 officer. The Panel remains ten personnel over authorized ceiling.

25X1 2. OSG activities included the processing of 12 TDY personnel, 2 returnees, [REDACTED] and 1 resignation (MCA). OC is currently providing 18 Panel D and 2 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

25X1 3. Staff recruiter [REDACTED] visited three DeVry Technical Institutes located in Chicago and Phoenix during the week testing and interviewing potential applicants. Results of this trip are as follows:

TOTAL ET candidates tested - 97

Those passing all four parts of the ET test - 28

Interviews and PHS packages were given to 27 ET's (one PHS was given to a potential TCS candidate). One candidate was not a U.S. citizen.

25X1 4. At the suggestion of [REDACTED], a new procedure has been initiated in the handling of prospective applicants. Starting on 21 October, RES will test and interview Panel N & D applicants each Monday at the Holiday Inn in Rosslyn, VA. This will free up Tuesdays and Wednesdays for other RES duties and provide additional

25X1 WARNING NOTICE  
INTELLIGENCE SOURCES OR  
METHODS INVOLVED



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days to spend on-the-road recruiting. All applicants will lodge at the Holiday Inn at a special pre-arranged rate. This new system will also provide convenience to the applicant in transportation and lodging.

5. The following employees EOD'd during the week:

Panel	
S	2
D	1
F	1

6. The 1985 Combined Federal Campaign (CFC) will be kicked off 3 October. The DCI has sent a memo to all employees encouraging their participation. In his memo the DCI reminded employees not to overlook the two Agency plans - the Educational Aid Fund (EAF) and Public Service Aid Society (PSAS). Those who do not wish to contribute to any of the agencies listed with the CFC should consider giving to the two Agency funds.

7. In a continuing effort to enhance the security of this Agency's information processing systems, OIT has begun a Data Security Improvement Program. This program will concentrate on improving the data security protection on the VM and MVS systems. The ADPCO and OIT/Systems Administration Branch will coordinate the implementation controls for improving the security sensitive data. It is being requested of each OC [redacted] Center (VM) user to provide certain information to the ADPCO. Point of contact in OC is [redacted]

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13. A mini-course is being developed to provide an introduction of the Intelligent Communications Terminal (ICT) and the Wang Alliance Telecommunications System (ATS) to Basic TCS personnel. This will be a 20-hour module to replace the present "Introduction to Computers" module in the TCA program.

25X1

14. Production of the Crisis Reporting System video program will commence on 1 October at [REDACTED] OC/FND/SAG, will provide the operational expertise.

25X1

15. An additional Current Installation Practice (CIP) class was scheduled to alleviate the backlog of training requests.

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